



BURGHFIELD COMMUNITY SPORTS ASSOCIATION

James Lane, Burghfield, Reading, RG30 3RS

Tel: 0118 9833423

e-mail: burghfieldcsa@burghfieldcsa.co.uk

PLEASE PRINT

Application Form to hire BCSA Facilities

Please complete the form and return to BCSA Club Manager at the above address. All dates are provisional and subject to confirmation contract.

Organisation name:

Or

Applicant's name:

Member Yes / No (delete as appropriate)

N.B. If booking made by a member they must be present at the event

Membership Number

Contact Address:

.....

Postcode:

Tel No:

Email Address:

DATE REQUIRED:

TIME FROM & TO:

PURPOSE OF HIRING:

ESTIMATED NUMBER OF PEOPLE ATTENDING (max 200):

FACILITY REQUIRED: BALLROOM - LOUNGE - SKITTLE ALLEY - SPORTS FACILITIES

(delete as appropriate)

CHARGES	MEMBER	NON MEMBER
BALLROOM (Evening Only) Fri-Sat	£100	£150
BALLROOM (Evening Only) Sun - Thurs	£50	£75
BALLROOM (Afternoon & Evening) Sat - Sun	£150	£200
LOUNGE	£50	£75
SKITTLE ALLEY	£20	£30
BAR EXTENSION from	£30	£30

For bookings outside of normal opening hours please ask for a quote
Charitable events should also request a quote.

Is this a recurring booking Yes / No (delete as appropriate) If yes Weekly/Monthly/Other (please state)

REFUNDABLE DEPOSIT £150 (£200 If an 18th or 21st birthday party) to be paid at the time of returning the hiring agreement in advance of booking. This deposit will be returned after the event providing no damage has been caused.

CATERING Club catering / Own catering (no use of kitchen facilities) (delete as appropriate)

For official use only:

Deposit received: Yes / No Amount Date:

Deposit returned Yes / No Date:..... Signed: